



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

October 6, 2025

DIVISION MEMORANDUM

No. 618, s. 2025

**STRENGTHENING TIME-ON-TASK IMPLEMENTATION AND
SCHOOL READINESS FOR LEARNING CONTINUITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. The Schools Division of Sagay City strongly supports the direction of Secretary Juan Edgardo M. Angara to focus on improving learning outcomes in literacy, numeracy, and science through the effective use of classroom time, strengthened instructional leadership, and efficient school governance. In line with this national thrust, the Division reiterates the importance of protecting instructional hours and ensuring that every learning day is devoted to teaching and learning. Guided by the *Padayon Sagaynon Roadmap 2025* and *RISE Sagay* Literacy and Numeracy-focused Framework, this directive underscores that time-on-task is the most valuable resource in raising learner achievement and sustaining the Division's gains in quality basic education.

2. Pursuant to the Department of Education's thrust to ensure quality, accessible, relevant, and liberating basic education, this Division reiterates compliance with existing national issuances on time-on-task, curriculum implementation, and the school calendar, specifically:

- a. **DepEd Order No. 9, s. 2005** – Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith;
- b. **DepEd Order No. 21, s. 2019** – Policy Guidelines on the K to 12 Basic Education Program;
- c. **DepEd Order No. 010, s. 2024** – Policy Guidelines on the Implementation of the MATATAG Curriculum;
- d. **DepEd Order No. 012, s. 2024** – Amendment to DepEd Order No. 010, s. 2024, introducing flexibility while maintaining required instructional minutes; and
- e. **DepEd Order No. 012, s. 2025** – Multi-Year Implementing Guidelines on the School Calendar and Activities, prescribing 197 class days for SY 2025–2026 (June 16, 2025 – March 31, 2026) and emphasizing the safeguarding of instructional time.



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3. To ensure strict observance of the above directives, the following shall be implemented across all schools under the Schools Division of Sagay City:

a. Time-on-Task Compliance

- i. All schools shall fully comply with the approved school calendar and class program as stipulated in DepEd Order No. 012, s. 2025.
- ii. The non-negotiable 197 class days shall be observed for SY 2025–2026 to ensure complete curriculum delivery.
- iii. Teachers must maximize the instructional time allotted for each learning area in accordance with DepEd Orders 010 and 012, s. 2024.
- iv. Teaching-learning time shall focus on essential skills, particularly Reading, Mathematics, and foundational literacy and numeracy.

b. No Class Disruptions

- i. No meetings, trainings, orientations, or non-curricular activities shall be conducted during class hours.
- ii. Activities requiring teacher or learner participation shall be scheduled only on Fridays.
- iii. Any activity scheduled on other class days shall require prior written approval from the Schools Division Superintendent (SDS).

c. Fun-filled Fridays Implementation

- i. All co-curricular and extra-curricular activities such as school clubs, sports, arts, scouting, leadership, and learner formation programs shall be conducted during Fun-filled Fridays, following the official class schedule.
- ii. Fridays may also serve as opportunities for the assessment of performances and presentation of learners' products, including exhibits, demonstrations, and culminating activities aligned with curriculum competencies.
- iii. Teachers and School Heads shall ensure that these activities support curricular goals, promote learner engagement, and uphold the principle of learning by doing while maintaining compliance with instructional time standards.
- iv. Fun-filled Fridays shall likewise be used to strengthen learners' well-being, teamwork, creativity, and resilience, consistent with the Division's holistic development framework and in support of the GREEN Champion Program.

d. Meetings and Coordination

- i. Meetings with School Heads shall only be held on Mondays and Fridays to ensure focus on supervision and instructional leadership.
- ii. All other internal or cluster meetings shall be conducted through virtual platforms to avoid class disruption.



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- e. Learning Continuity During Class Suspension
 - i. In the event of class suspensions due to inclement weather, emergencies, or other valid causes, all schools shall automatically shift to distance learning modalities in accordance with DepEd's Learning Continuity Plan.
 - ii. The Emergency Subfolder shall be activated and utilized to provide alternative learning activities.
 - iii. Self-learning modules, printed materials, activity sheets or digital lessons may be used to ensure learning continuity.
 - iv. School Heads shall ensure that teachers retrieve and check outputs once classes resume to monitor progress and continuity of instruction.

- f. Focus on Literacy and Numeracy
 - i. All teaching and remedial activities shall prioritize improving learners' foundational skills in Reading and Mathematics under the RISE Sagay framework.
 - ii. Schools are encouraged to implement learning recovery and enrichment interventions during non-contact days or can be integrated during the Fun-filled Fridays.

4. Regular monitoring, class observations, and schedule audits shall be conducted by the Division Office to ensure full compliance. All Public Schools District Supervisors, Division Monitoring Teams and School Heads are directed to monitor adherence to this memorandum.

5. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.

6. Immediate and strict compliance of this Memorandum is directed.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : None
Reference : As Stated
No. of Pages : 3

To be indicate in the **Perpetual Index** under the following subjects:
CURRICULUM TIME-ON-TASK LITERACY

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